

STATE OF VERMONT  
DEPARTMENT OF LIQUOR CONTROL  
13 Green Mountain Drive  
Montpelier, VT 05602

**APPLICATION FOR SPECIAL EVENT PERMIT**

**Fee: \$25.00**

Check payable to Vermont Department of Liquor Control must accompany this application

Licensee name \_\_\_\_\_

d/b/a \_\_\_\_\_

Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ Zip \_\_\_\_\_

**Manufacturer's License No:** \_\_\_\_\_ **Email:** \_\_\_\_\_

1. Describe the special event: \_\_\_\_\_

2. Location (specify defined area, include address of event): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Date of event: \_\_\_\_\_

4. Hours of operation: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
(manufacturer)

(circle one)

APPROVED

DISAPPROVED

\_\_\_\_\_  
Town/City Clerk signature

\_\_\_\_\_  
Town/City

\_\_\_\_\_  
Date

=====

Vermont Liquor Control Board:

APPROVED

DISAPPROVED

\_\_\_\_\_  
(authorized agent)

\_\_\_\_\_  
(date)

**Submit to Town/City at location of special event. After action by local control commissioners, this application will be forwarded to the Vermont Liquor Control Board at least 5 days prior to the date of the event.**

1. The area referred to in the application must be clearly defined by a description (such as “booth”, “tent” etc. and include approximate size).
2. The area referred to in the application must be adequately staffed, controlled and maintained at all times.
3. Service and consumption of alcohol products must be confined to the defined area.
4. Special Event Permits must be referred to the local control commissioners for consideration.
5. All liquor control laws and regulations that apply to first and second class licenses will also apply to holders of Special Event Permits.